

# FEE SCHEDULE POLICY

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LAUNCESTON  
CHRISTIAN  
SCHOOL

## Section A: Current Fee Schedule

### PUBLIC SCHEDULE FOR PROSPECTUS 2022 Fee Schedule

The School Fee covers – tuition, text books, writing supplies and other costs including excursions (camps, field trips etc.). All other costs not compulsory to the curriculum will be an additional cost to parents for example:

- Transport to and from school
- School Uniform
- Private musical instrument lessons
- Materials for major projects may also incur an additional fee.
- Education Support Unit – students assessments (where required)
- Year 11 & 12 subject textbooks and levies
- Extra-Curricular Events, e.g. Science Challenge

Families will have the choice of options for payment of School Fees.

School Fees are payable in advance by choice of several methods outlined over the page.

School Fees are assessed on the basis of:

- The number of children attending the School; and
- The grade / level of children

Families with more than one child enrolled at the School at one time, pay discounted fees for subsequent children based on the following table:

	<i>Kinder</i>	<i>Grades P-6</i>	<i>Grades 7,8</i>	<i>Grades 9,10</i>	<i>Grades 11,12</i>
Eldest	2,140	4,280	5,140	5,890	6,110
Second	1,600	2,570	3,080	3,530	3,670
Third	1,070	1,280	1,540	1,770	1,830
Fourth*	540	640	770	880	920

\*and subsequent

#### Examples :-

1 Year 6 student	4,280
1 Year 4 student	2,570
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	\$6,850
1 Year 8 student	5,140
1 Year 5 student	2,570
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	\$7,710
1 Year 7 Student	5,140
1 Year 2 Student	2,570
1 Kinder Student	1,070
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	\$8,780
1 Year 11 student	6,110
1 Year 8 student	3,080
1 Year 6 student	1,280
1 Year 4 student	640
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	\$11,110

**Fee Deposit value in 2022 will be**

**\$1,500**

## **Section B: Payment Terms**

### **PAYMENT TERMS**

All fees are payable in advance. Families have the choice of four options for payment of School fees:

- 1) You may pay the full amount on or before 28<sup>th</sup> February annually.
- 2) You may pay in four equal instalments on or before 28<sup>th</sup> February, 30<sup>th</sup> April, 31<sup>st</sup> July and 30<sup>th</sup> September.
- 3) You may pay in ten equal instalments on or before the end of each month from February to November annually.
- 4) You may arrange a weekly, fortnightly or monthly direct debit from your bank account so that the full balance is paid by the end of November.

Payment may be made by Cheque, Cash, BPAY, Direct Debit, Credit Card (1% surcharge unless paid using Debit Card, savings and cheque account - no surcharge)

In the event of a fee account becoming overdue or delinquent, the school may apply an administration fee of \$25 per month.

## **Section C: Fee Deposit Policy**

### **Fee Deposit**

A family enrolling in the school will pay a Fee Deposit as per the fee schedule.

If the eldest child is enrolling in Kindergarten, the Fee Deposit will not be due until the year that child commences Prep. For children being enrolled from Prep upwards, the Fee Deposit is to be paid upon acceptance of enrolment. However, in the event of financial hardship or extenuating circumstances, a payment plan may be negotiated with the Business Manager.

On leaving, the Fee Deposit paid on enrolment will be credited to the School Fee account.

## **Section D: Fee Subsidy Policy**

### **What is a Fee Subsidy?**

The Launceston Christian School has a policy of considering a reduction in School Fees for some families in certain circumstances. These reduced fees are known as Subsidised Fees.

### **Why are Fees reduced?**

The School endeavours to make Christian education available to Christian families who desire it for their children. Some families are not in a financial position to afford the full school fees, therefore they may submit an application for subsidised fees based on financial criteria, predominantly the total family income.

### **Do ministers or missionaries get reduced fees?**

There is no automatic reduction of fees for any family based on their occupations. All Subsidised Fee applications are assessed on financial criteria. In special cases, other circumstances may be taken into consideration.

### **Kindergarten school fees**

No subsidy is offered to families with only kindergarten children as federal funding is not received for this level of schooling.

### **How much are fees reduced?**

Some families may need a reduction for their School Fees to be affordable. An assessment is made on each application based on the total family income and the size of the family. Families whose total income exceeds the School's guidelines, will not be offered Subsidised Fees unless exceptional circumstances exist which warrant consideration.

### **Does anyone pay no fees?**

We believe that all families should make some financial contribution towards the Christian Education of their children.

### **Who makes up the difference?**

The School is a non-profit organisation with significant operation costs to educate each student. If the School's income does not match these costs, the School would not be able to continue to function. When the annual school budget is set, it is assumed that a proportion of families will be granted subsidised fees. The schedule of school fees is therefore set slightly higher than otherwise necessary, to allow for the subsidy program. We believe this to be in accord with the biblical principle of bearing each other's burdens.

### **What conditions apply?**

Families who are granted a reduced fee are required to arrange payment of the reduced amount by weekly/fortnightly direct debits to the School. If, during the year, the family's financial circumstances improve, they are required to inform the Business Manager immediately. The level of school fees will then be reassessed for the remainder of the year.

### **How do I apply?**

Families wishing to apply for Subsidised Fees must first be approved for the Department of Education's Student Assistance Scheme (STAS). STAS applications are available from the Department of Education or from the School Office. Eligible STAS families attending the School for the full year will be granted a set reduction in fees, based on each child's Year level. If applicable, any Subsidy subsequently granted will be inclusive of this STAS reduction.

A Subsidy application form is available from the Debtors Officer. This application asks for full disclosure of the family's financial situation and must be accompanied by suitable proof of income such as:

- tax assessment notices for both parents where applicable
- Income Statement from Centrelink
- (2) recent pay slips where applicable.

Applicants are required to suggest an affordable level of fee, and must arrange for a weekly/fortnightly direct debit of a suggested amount. The application is assessed by the Finance Committee and the outcome will be communicated to the family. Full confidentiality is maintained.

### **How often do I reapply?**

A Subsidised Fee is granted for up to one year only. A family must reapply each new year if their financial circumstances continue at a level that a Fee Subsidy is desired.

## **Section E: Families Leaving LCS**

### **Period of Notice Required:**

Parents wishing to withdraw a student from the school are required to provide a minimum of one term (10 school weeks') notice of intended withdrawal in writing to the Principal stating when the student will be withdrawn and where they are to be educated.

- Example A: Parents of a family moving interstate at the end of Term 3 must provide notice in writing before the end of Term 2.
- Example B: Parents of a Senior School student leaving LCS at the end of Year 10 must provide notice in writing before the end of Term 3.

### **Penalty for Insufficient Notice:**

If a family withdraws enrolment without providing sufficient notice, a penalty of 5 weeks' tuition fees or of the amount of Fee Deposit paid on enrolment (whichever is the lesser) will apply. This penalty will be due in addition to any tuition fees payable up to the student/s final day. At the discretion of the Principal and Business Manager, a reduced penalty may be considered, taking into account the period of notice given and an individual family's circumstances.

**Departure at Census date:**

Schools Census Day is a critical date in the School calendar. The Business Manager and Principal will consult with families withdrawing around this time to achieve the best possible outcome, with possible leniency on penalties where critical departure dates can be avoided.

**Penalty where a Student is Expelled:**

If a student is asked to leave the School, tuition fees will apply up to the student's final week and a penalty of 2 additional weeks' tuition fees will apply.

**Refund of Family Fee Deposit:**

The family's Fee Deposit paid on enrolment will be applied against any outstanding fees and penalty if applicable. Any remaining charges will be payable before the students' final day, or any credit remaining will be refunded.

**Section F: Subsidiary Policies****Fee Structure**

The School Fee covers – tuition, text books, writing supplies and other costs including excursions (camps, field trips etc.). Therefore all other costs not compulsory to the curriculum will be an additional cost to parents for example:

- Transport to and from school
- School Uniform
- Private musical instrument lessons
- Materials for major projects may also incur an additional fee.
- Education Support Unit – students assessments (where required)
- Year 11 & 12 subject textbooks and levies
- Extra-Curricular Events, e.g. Science Challenge

**Unpaid Fees**

Any accounts which are not up to date at the end of each month, where no arrangement has been made, will be considered delinquent and appropriate action taken.

Delinquent debtors failing to meet their financial obligation to the school will incur an administration fee of \$25 monthly.

Commencement of a direct debit arrangement is mandatory when a fee account becomes overdue.

Approval has been given to the Finance Committee to use collection services to recover outstanding debts where necessary. In the event that an account is placed with a collection service, any commissions, charges and costs imposed by the collection service will be passed on to the debtor.

**Families Applying for Leave / Part Time**

When a family seeks leave for a period longer than eight weeks, fees will be set dependent on the level at which the School continues to provide an educational program.

- a) Where no program is to be provided by the School a base fee of 25% is required. This is done on the basis of holding a position for the student to continue being enrolled.
- b) Where a program is to be provided by the School, a fee of between 75 – 100% will be charged. This is done on the basis that an educational program will be offered.

Fees (part time) – On request from parents, all students who are involved in part time schooling will be asked to complete an application form which will be submitted to the Finance Committee to determine any fee reduction to be applied.

**Enrolments during the year**

- (a) Students enrolled after the first day of term 1 but before 1<sup>st</sup> April shall have the whole term fee applied.
- (b) Enrolments from Term 2 onwards will pay a pro rata fee.